



INVITATION TO BID

April 5, 2016

The Little Traverse Bay Bands of Odawa Indians, a federally Recognized Indian Tribe, invites your business to submit a Bid for Professional Drinking Water Supply Operation and Maintenance Services.

Included with this letter are:

- 1.) Provisions governing this ITB.

Thank you for your interest.

Sincerely,

Mandy Szocinski

Mandy Szocinski
Accounting

I. BIDS DUE

- A. All bids must be received by Mandy Szocinski in the Accounting Department by **April 29, 2016** no later than 4:00pm prevailing local time. Submittals received after deadline will not be considered.
- B. Bids will be accepted in the following four methods:
 - 1. In person: Accounting Department, 7500 Odawa Circle, Harbor Springs, MI 49740
 - 2. By Fax: 231-242-1449
 - 3. By E-Mail: mszocinski@ltbbodawa-nsn.gov
 - 4. U.S. Mail to: Little Traverse Bay Bands of Odawa Indians
Attn: Mandy Szocinski
7500 Odawa Circle
Harbor Springs, MI 49740
- C. Any questions regarding the bid process may be directed to Mandy Szocinski, at 231- 242-1439.

II. SCOPE

The Little Traverse Bay Bands of Odawa Indians owns and operates 4 drinking water systems. Two of which are Tribal Housing complexes, one is the Tribal Government Complex, and one is a commercial enterprise “Biindigen” gas station. We are seeking the services of a qualified Federal or State Certified Operator for the Operation and Maintenance of these facilities. This vendor shall serve as the Operator In Charge for general operation, maintenance and regulatory compliance. The vendor shall assist in determining maintenance and repair needs as well as the development of Standard Operating Procedures. See Exhibit “A” for additional information.

- A. Must be available to respond within 1.5 hours.
- B. Check the Wah Wahs Noo Da Ke Well House a minimum of once a week.
- C. Check the Mtigwaakiis Well House a minimum of once a week.
- D. Perform the various tasks associated with the well pumps in accordance with accepted practices and procedures which include:
 - checking/ maintaining the chlorination equipment
 - checking the residuals leaving the well house and distribution system
 - exercise the valves
 - periodically flush the water distribution system to maintain chlorine residuals
- E. Collect samples and perform lab analyses in accordance with Schedules the associated Drinking Water Monitoring.
- F. Collect and analyze water samples as required by the EPA or by the Tribal Administrator's designee.
- G. File monthly operations reports to the Tribal Administrator's designee by the 10th day of each month.
- H. Operate/maintain Flushing hydrants/flushing boxes.
- I. Maintain a viable Cross Connection Control Program with the submittal of the Annual Cross Connection Control Report by March 31st of the following year.
- J. Operate and maintain the stand-by generation unit (if applicable).
- K. Develop and distribute an Annual Water Quality Report.
- L. Develop work orders or equipment deficiency reports
- M. Submit work orders or equipment deficiency reports to the Tribal Administrator's designee for repairs or replacement above and beyond general operation and maintenance.
- N. Report inventory needs for normal operation such as chemicals, tools, and/or parts needed.
- O. Coordinate with staff and/or vendors for processes, needs or improvements.

III. QUALIFICATION REQUIREMENTS OF CONTRACTOR

- A. Must not appear as listed as parties that are excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Nonprocurement suspension and debarment.

- B. Federal or State Certified Operator
- C. Certification – Michigan DEQ D-4 (Limited Treatment)
- D. Certification – Michigan DEQ S-4 (Distribution)
- E. Must be available to respond to emergencies within 1.5 hours

IV. PREFERENCES FOR CONTRACTOR

- A. Native American Preference shall apply.
 - 1. Citizens of the Little Traverse Bay Bands of Odawa Indians,
 - 2. Citizens of Other Federally Recognized Tribes, as certified by the Bureau of Indian Affairs
- B. Special consideration shall also be given to firms proven to be minority owned and/or classified as small business, see item 4 of “Bid Package” submittal for documentation needed.

V. INSURANCE REQUIREMENTS

The Contractor must meet and agree to maintain during the term of the Contract, the following insurance coverage, as required by law. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan.

- A. The Contractor shall carry Worker’s Compensation and Employer’s Liability Insurance Coverage.
- B. The Contractor shall be responsible for insuring all its vehicles, equipment, tools and all materials which it may use at the work site during contract period. LTBB shall not be responsible for any loss or damage to the Contractor’s vehicles, equipment, tools and materials.
- C. The Contractor shall procure and maintain during the term of the contract Commercial General Liability Insurance on an “occurrence basis” with limits of liability of not less than \$1,000,000 per occurrence combined single limit, for Personal injury, Bodily injury and Property Damage. Coverage shall include the following extensions: 1.) Contractual Liability; 2.) Products and Completed Operations Coverage; 3.) Independent Contractors Coverage; and 4.) Broad Form General Liability Extensions or equivalent.
- D. The Contractor shall maintain Vehicle Liability Coverage and Michigan No-Fault coverage including all owned, non-owned, and hired vehicles, of not less than \$1,000,000 per occurrence combined single limit.
- E. If any of the above coverage expires during the term of the contract, the Contractor’s insurer shall deliver renewal certification and/or policies to: Little Traverse Bay Bands of Odawa Indians, Accounting Contracts Personnel, and 7500 Odawa Circle, Harbor Springs, Michigan 49740.

VI. CONTRACT AWARD

The LTBB Contracts Personnel, Environmental Services Coordinator and the LTBB Tribal Administrator and/or his designee will evaluate the bids and make a decision to award the contract to one or more of the lower, most responsive, responsible bidder(s) having proven experience in Professional Drinking Water Supply Operation and Maintenance Services as described above. Native American Preference shall apply.

The award may be split, at the LTBB’s discretion, between two (2) or more contractors to better service specific locations.

LTBB may make a determination that the rejection of all bids is in the best interest of LTBB. LTBB will not pay for any information herein requested, nor is it liable for any costs incurred by the bidder.

BID PACKAGE

Contractors must submit a response in the form of a bid that includes the following sections:

- A. TRANSMITTAL LETTER – This letter is to be a brief letter, addressed to Mandy Szocinski, Accounting, which provides the following information:
 - 1. Name and address of the contractor.
 - 2. Name, Title, and telephone number of the contact person for the contractor.

3. A statement that the bid is in response to this invitation.
4. The signature, typed name and title of the individual who is authorized to commit the contractor to the bid.

B. BID

1. Introduction
 - a. Company Profile including the date organized to provide services
 - b. Key staff who will perform the tasks for this project
 - c. List of References
 - d. List and provide contact information for any subcontractors for the project
2. Work Plan – describe in detail the tasks, timeline and deliverables to complete the project as it relates to the Scope of Services. Include equipment and/or technologies to be used. Clearly indicate which tasks will be completed by subcontractors (if applicable).
3. A copy of the Certificates of Insurance for the Contract term as noted in Section V of this invitation.
4. Documentation Required for Preferences Listed in Section IV—All things being equal, the following types of firms would receive special consideration, in the award of this contract:
 - Indian Owned— Indian owned is defined as, at least 51% Indian owned & controlled by person(s) of certified (federally recognized) Native American heritage; SBA or Tribal certification required.
 - Minority Owned— Minority owned is a firm that is at least 51% owned and controlled by a minority and so documented; SBA 8-a certification required.
 - Small Business— Small business for this purpose is firm doing less than \$2 million annually as verified by gross receipts, SBA certification required.
5. The cost of the services for the Contract term as noted in Section II of this invitation. Please separate all associated laboratory costs. L TBB reserves the option of procuring these services or performing them in house at our EPA certified lab. Please specify emergency response hourly rate and minimum charges if they differ from Operation and Maintenance Services hours. Please List Cost of Each Below.

Task	Hours	Rate	Annual Price
Operation & Maintenance of Wah Wahs Noo Da Ke System			
Mtigwaakis System			
Tribal Administration			
Biindigen Gas Station			
Cross Connection Control			
Reporting			
Maintenance allocation (System flushing, valve exercising, Equipment repair time)	56		
Monthly Lab analysis Total Coliform Rule			
Lab Analysis all other testing			
Emergency response			
Other increased service/value proposals			
Totals			

Exhibit A

DRINKING WATER MONITORING SCHEDULES

Name: Tribal Administration Building

PWSID: 050593801

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TCR	1 sample			1 sample			1 sample			1 sample		
Cl Res	1 sample			1 sample			1 sample			1 sample		
GWR	TC positive sample will trigger 1 sample at each well head in addition to any other routine or repeats.											
DBP, st2							Samples due in 2016					
Nitrate			1 Sample due									
Pb/Cu						5 Samples due						
IOCs												
SOCs												
VOCs	1 sample due.											

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TCR	1 sample			1 sample			1 sample			1 sample		
CI Res	1 sample			1 sample			1 sample			1 sample		
GWR	TC positive sample will trigger 1 sample at each well head in addition to any other routine or repeats.											
DBP, st2							Samples due in 2016					
Nitrate			1 Sample due									
Pb/Cu						TBD						
IOCs	1 sample due/Asbestos Waiver Application.											
SOCs												
VOCs												
CCR				Report & Certificate Due 7/1								

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TCR	1 sample		1 sample			1 sample			1 sample			
Cl Res	1 sample		1 sample			1 sample			1 sample			
GWR	TC positive sample will trigger 1 sample at each well head in addition to any other routine or repeats.											
DBP, st2							1 Site (1-TTHM & 1-HAA5 sample per site). Sample in August.					
Nitrate			1 Sample due									
Pb/Cu						TBD						
IOCs												
SOCs	1 sample due/SOC/Dioxin Waiver Renewal Application.											
VOCs												

Terms Used				
TCR	Total Coliform Rule		Rads	Radionuclides
Cl Res	Chlorine Residual		IOCs	Inorganic Contaminants
GWR	Ground Water Rule		SOCs	Synthetic Organic Contaminants
DBP, st1	Stage 1 - Disinfection By Products		VOCs	Volatile Organic Contaminants
Nitrate	Nitrate		CCR	Consumer Confidence Report Rule
Pb/Cu	Lead and Copper Rule		TBD	To Be Determined

Exhibit A

DRINKING WATER MONITORING SCHEDULES

Name: Biindigen

PWSID: 050593802

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TCR	1 Sample due			1 Sample due			1 Sample due			1 Sample due		
GWR	TC positive sample will trigger 1 sample at each well head in addition to any other routine or repeats.											
Nitrate			1 Sample due									

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TCR	1 Sample due			1 Sample due			1 Sample due			1 Sample due		
GWR	TC positive sample will trigger 1 sample at each well head in addition to any other routine or repeats.											
Nitrate			1 Sample due									

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TCR	1 Sample due			1 Sample due			1 Sample due			1 Sample due		
GWR	TC positive sample will trigger 1 sample at each well head in addition to any other routine or repeats.											
Nitrate			1 Sample due									

Terms Used				
TCR	Total Coliform Rule		Rads	Radionuclides
Cl Res	Chlorine Residual		IOCs	Inorganic Contaminants
GWR	Ground Water Rule		SOCs	Synthetic Organic Contaminants
DBP, st1	Stage 1 - Disinfection By Products		VOCs	Volatile Organic Contaminants
Nitrate	Nitrate		CCR	Consumer Confidence Report Rule
Pb/Cu	Lead and Copper Rule		TBD	To Be Determined

Exhibit A

DRINKING WATER MONITORING SCHEDULES

Name: Wah Wahs Noo Da Ke CWS

PWSID: 055293801

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TCR	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample
GWR	TC positive sample will trigger 1 sample at each well head in addition to any other routine or repeats.											
DBP st2						Next Sample due August 2016						
Nitrate			1 Sample due									
Pb/Cu						5 Samples due						
Rads	Gross Alpha, Radium 226/228 due in 2016											
IOCs												
SOCs												
VOCs	1 sample due.											
CCR				Report & Certificate Due 7/1								

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TCR	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample
GWR	TC positive sample will trigger 1 sample at each well head in addition to any other routine or repeats.											
DBP st2						Next Sample due August 2016						
Nitrate			1 Sample due									
Pb/Cu	5 Samples due						5 Samples due					
Rads	Gross Alpha, Radium 226/228 due in 2016											
IOCs	1 sample due/Asbestos Waiver Application.											
SOCs												
VOCs												
CCR				Report & Certificate Due 7/1								

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TCR	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample
GWR	TC positive sample will trigger 1 sample at each well head in addition to any other routine or repeats.											
DBP st2							1 Site (1-TTHM & 1-HAA5 sample per site). Sample in August.					
Nitrate			1 Sample due									
Pb/Cu						TBD						
Rads	Gross Alpha, Radium 226/228 due in 2016											
IOCs												
SOCs	1 sample due/SOC/Dioxin Waiver Renewal Application.											
VOCs												
CCR			Report & Certificate Due 7/1									

Terms Used			
TCR	Total Coliform Rule	Rads	Radionuclides
Cl Res	Chlorine Residual	IOCs	Inorganic Contaminants
GWR	Ground Water Rule	SOCs	Synthetic Organic Contaminants
DBP, st2	Stage2 - Disinfection By Products	VOCs	Volatile Organic Contaminants
Nitrate	Nitrate	CCR	Consumer Confidence Report Rule
Pb/Cu	Lead and Copper Rule	TBD	To Be Determined

Exhibit A

DRINKING WATER MONITORING SCHEDULES

Name: MTIGWAAKIIS
PWSID: 055293802

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TCR	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample
GWR	TC positive sample will trigger 1 sample at each well head in addition to any other routine or repeats.											
Nitrate			1 Sample due									
Pb/Cu						5 Samples due						
Rad	Gross Alpha, Ra-226/Ra-228 sample due in 2022											
IOCs												
SOCs												
VOCs	2 quarters due (1st qt Jan-Mar, 2nd qtr Apr-June)											
CCR				Report & Certificate Due 7/1								

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TCR	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample
GWR	TC positive sample will trigger 1 sample at each well head in addition to any other routine or repeats.											
Nitrate			1 Sample due									
Pb/Cu						5 Samples due						
Rad	Gross Alpha, Ra-226/Ra-228 sample due in 2022											
IOCs	1 sample due including Asbestos											
SOCs												
VOCs												
CCR				Report & Certificate Due 7/1								

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TCR	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample	1 sample
GWR	TC positive sample will trigger 1 sample at each well head in addition to any other routine or repeats.											
Nitrate			1 Sample due									
Pb/Cu						5 Samples due						
Rads	Gross Alpha, Ra-226/Ra-228 sample due in 2022											
IOCs												
SOCs	SOC/Dioxin sample due or Waiver Application											
VOCs												
CCR				Report & Certificate Due 7/1								

Terms Used			
TCR	Total Coliform Rule	Rads	Radionuclides (Gross Alpha, Gross Beta, Uranium, Radium-226, Radium-228)
Cl Res	Chlorine Residual	IOCs	Inorganic Contaminants
GWR	Ground Water Rule	SOCs	Synthetic Organic Contaminants
DBP, st1	Stage 1 - Disinfection By Products	VOCs	Volatile Organic Contaminants
Nitrate	Nitrate	CCR	Consumer Confidence Report Rule
Pb/Cu	Lead and Copper Rule	TBD	To Be Determined